

1. Office Control Number (number assigned by the respective component, not the numbered designation of the report itself.)
2. Report Title (title as given by the respective component, generally is the formal report title) Section #1, Form 142.
3. Report Type (Section #2, Form 142.
 - 1 - Statistical
 - 2 - Narrative
 - 3 - Combination of 1 & 2 above.
 - 4 - Machine Name Listings
 - 5 - Combination of 1 & 4 above.
4. Number of Copies Prepared (Section #4, Form 142)
5. Frequency (frequency with which the report is prepared. Production frequency x number of copies prepared) Section #5, Form 142.
 - 1 - Daily (252)
 - 2 - Weekly (52)
 - 3 - Bi-Weekly (26)
 - 4 - Monthly (12)
 - 5 - Bi-Monthly (6)
 - 6 - Quarterly (4)
 - 7 - Semi-Annual (2)
 - 8 - Annual (1)
 - 9 - Special (one time only) (1)
6. Distribution (number of components, not number of reports to each, nor total reports distributed) Section #6, Form 142
7. ADP Processing (Section 7, Form 142)
8. Source (organizational component requesting the report)
9. Site Number (directive authority requiring the report) Section #9, Form 142.
10. Preparing Component (organizational component preparing report) Section #10, Form 142.
11. Feeder Report (number, not description) Section #11, Form 142.
12. Cost Factors (Section #12, Form 142, see also special memorandum instructions for costing reports)
13. Report Requirement Types (codes assigned and included at the right of the Report Title column)
 - 1 - Component required - component prepared.
 - 2 - DDS (directorate) required - prepared agency-wide.
 - 3 - Required by other Agency components - prepared by DDS (directorate)
 - 4 - External Agency Required
 - 5 - OPFB required.
 - 6 - DDS required of DDS components.
 - 7 - DDS component required by other DDS components.
 - 8 - DDS required - prepared by another Agency component.
 - 9 - DDS required - prepared externally to Agency.